

**SENIOR EXECUTIVE SERVICE
PERFORMANCE APPRAISAL SYSTEM**

IMPORTANT: For additional information, see MP-5, Part 1, Chapter 920, Section F.

PERFORMANCE PLAN AND APPRAISAL OFEMPLOYEE'S NAME (*Last, First, Middle Initials*)

PAY LEVEL SALARY

POSITION TITLE AND NUMBER

ADMINISTRATION/OFFICE

LOCATION

DATE ASSIGNED PRESENT POSITION

PERIOD COVERED BY THIS APPRAISAL

FROM

TO

SECTION A - PERFORMANCE PLAN

Identify the critical and non-critical elements and performance standards for the position to be rated. Critical elements (i.e., those elements which contribute towards accomplishing organizational goals and objectives and are of such importance that unacceptable performance of them would result in unacceptable performance in the position) are to be identified with an asterisk. Each position must have at least one critical element. Performance standards are statements of the individual and organizational expectations or requirements established by management for each element. There are usually three to five performance standards for each element.

ELEMENTS PERFORMANCE STANDARDS

SECTION A - PERFORMANCE PLAN *(Continued)*

ELEMENTS/PERFORMANCE STANDARDS

PERFORMANCE PLAN COMMUNICATED

DATE COMMUNICATED

SIGNATURE OF RATER

SIGNATURE OF EMPLOYEE

CHANGES TO PERFORMANCE PLAN *(Changes may be recorded anytime during the rating period)*

ELEMENT

STANDARD(S)

ELEMENT

STANDARD(S)

ELEMENT

STANDARD(S)

DATE COMMUNICATED

SIGNATURE OF RATER

SIGNATURE OF EMPLOYEE

SECTION B - PROGRESS REVIEW

At least one progress review is required during the appraisal year. Employee must be informed of his/her level of performance as measured against the performance plan.

A performance review was conducted and discussed, and the employee's performance as of this date:

- ☐ Is considered Fully Successful or better.
☐ Needs improvement to be Fully Successful or better.

SIGNATURE OF RATER

DATE

SECTION C-1 - ACTUAL ACHIEVEMENT

Indicate the single, overall level of achievement that best describes the employee's performance for each ELEMENT shown in Section A. Do not indicate achievement for each individual standard. Specific achievement must be provided in Section C-2 for each element where a level of achievement other than Fully Successful has been assigned.

ELEMENTS <i>(Use the same keyword description for each element as in Section A)</i>	LEVELS OF ACHIEVEMENT		
	EXCEPTIONAL	FULLY SUCCESSFUL	LESS THAN FULLY SUCCESSFUL

SECTION C-2 - SPECIFIC ACHIEVEMENT

Describe specific achievement(s) for each element where a level of achievement other than Fully Successful has been assigned in Section C-1.

ELEMENTS/ACHIEVEMENT(S)

SECTION D - SUMMARY RATING LEVEL

Using achievement levels assigned in Section C-1 and the criteria described below, check the rating which describes the employee's performance during the covered period.

PERFORMANCE RATING

- ☐ **OUTSTANDING** - Achievement levels for all elements are designated as Exceptional.
- ☐ **EXCELLENT** - Achievement levels for all critical elements are designated as Exceptional. Achievement levels for non-critical elements are designated as at least Fully Successful. Some, but not all, non-critical elements may be designated as Exceptional.
- ☐ **FULLY SUCCESSFUL** - The achievement level for at least one critical element is designated as Fully Successful. Achievement levels for other critical and non-critical elements are designated as at least Fully Successful or higher.
- ☐ **MINIMALLY SATISFACTORY** - Achievement levels for all critical elements are designated as at least Fully Successful. However, the achievement level(s) for one (or more) non-critical elements is (are) designated as Less Than Fully Successful.
- ☐ **UNSATISFACTORY** - The achievement level(s) for one (or more) critical elements(s) is (are) designated as Less Than Fully Successful.

- ☐ Check here if multiple summary ratings are not applicable and the above rating represents the initial rating to be forwarded to the Performance Review Board.

SIGNATURE AND TITLE OF RATER

DATE

SECTION E - NARRATIVE SUMMARY

If multiple summary ratings or other special circumstances affected the assignment of the initial rating, briefly describe the basis for deriving the initial rating. This section may also be used to describe significant accomplishments not otherwise described in the appraisal, to comment on the executive's potential for higher level positions, and/or to document Executive Development Plans.

SUMMARY

SECTION F - INITIAL RATING

State the rating to be referred to the Performance Review Board if based on consideration of multiple summary ratings or if the rater who supervised an executive for less than 90 days endorses the summary rating level proposed by the previous supervisor.

RATING

SIGNATURE OF RATER

DATE

SECTION G - EXECUTIVE REVIEW

ACTION

☐ I do ☐ I do not request higher level review.☐ I do ☐ I do not wish to provide a written response. The executive should attach the written response to this form.

SIGNATURE OF EXECUTIVE

DATE

SECTION H - HIGHER LEVEL REVIEW *(Optional)*

ACTION

☐ Concur with rating.☐ Do not concur with rating - Recommend rating of _____

BASIS FOR RATING CHANGE

SIGNATURE AND TITLE OF REVIEWER

DATE

SECTION I - PERFORMANCE REVIEW BOARD RECOMMENDATIONS**ADMINISTRATION PERFORMANCE REVIEW BOARD RECOMMENDATION** ►

RATING

OPTIONAL COMMENTS

SIGNATURE OF CHAIRPERSON

DATE

OIG OR VA PERFORMANCE REVIEW BOARD RECOMMENDATION ►

RATING

OPTIONAL COMMENTS

SIGNATURE OF CHAIRPERSON

DATE

SECTION J - FINAL RATING

RATING

SIGNATURE OF APPROVAL OFFICIAL

DATE